

The Administration Committee met Tuesday,
January 4, 1916.

Present: - Mrs. Hopper, Mrs. Brownell, Mrs. Honeyman,
Miss Hyatt, Mrs. Allen, Mrs. Corning, Mrs. Cobb,
Miss Parker.

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The meeting was opened with prayer by Mrs. Honeyman; the minutes of the last meeting were read and approved.

MRS. BENNETT
WRITE TO
MISS EATON

The recommendation of the Office Administration Committee in regard to the early retirement of Miss Eaton having been accepted by the Board, Mrs. Hopper stated that Mrs. Bennett had offered to write to Miss Eaton notifying her of this action if Mrs. Hopper so desired. Mrs. Hopper, wishing to relieve Mrs. Bennett of every unnecessary burden, had deferred her reply to Mrs. Bennett until she had had an opportunity to confer with her Committee. Upon motion of Mrs. Corning, seconded by Mrs. Brownell, it was voted to accept Mrs. Bennett's kind offer to write to Miss Eaton.

SMALL TABLE

A request from Mrs. Louderbough for a small table for the office of Over Sea and Land was granted.

DOUBLE
WINDOWS

Double windows are needed in the rooms of the Literature Dept. After discussion, it was moved by Miss Hyatt, seconded by Mrs. Corning, that this matter be left in the hands of the Chairman with power. Motion carried.

TO BUY
FURNISHINGS
REST ROOM

Mrs. Cobb reported that she and Mrs. Corning had carefully gone over the furnishings and equipment of the Rest Room and that several articles of furniture and furnishing were needed. It was voted to authorize the Committee to buy whatever was necessary for the equipment of the Rest Room. In response to the request of the Committee for a third member, Miss Hyatt was asked to serve with Mrs. Cobb and Mrs. Corning.

PICTURE
FRAMES

Mrs. Hopper reported that she had taken up with Mrs. Tillinghast, Chairman of the Publication and Literature Committee, the matter of frames for posters and photographs to be placed in the halls, similar to those on the seventh floor which are the property of the Board of Home Missions. Upon motion of Mrs. Brownell it was voted "to make the halls of our sixth floor as attractive as those we had had on the seventh."

ASSISTANT TO
MISS LONG

Mrs. Hopper again presented the need of an assistant in Miss Long's office, in order that Miss Long may be more free to go out among our constituency. Upon motion of Miss Hyatt, seconded by Mrs. Allen, it was voted that Miss Long have an assistant, the understanding being that this appointment obviates the necessity of filling the vacancy of field Secretary occasioned by the resignation of Miss Cameron.

SALARY
SCHEDULE
SETTLED

The salary schedule was next considered and discussed. The suggestion that every position should carry with it a definite salary to be paid to the appointee as soon as she is able to fill it, met with the approval of the Committee. Miss Hyatt moved, seconded by Mrs. Allen, that the minimum salary paid any employe of the Board be \$9 per week. Motion carried.

SALARY
SCHEDULE
CONTINUED

Upon motion of Mrs. Honeyman it was voted to postpone further consideration of the salary schedule until the first Tuesday in February, when it be taken up as the first item of business.

Mabel Edmon Parker

Secretary.

The Administration Committee met Tuesday,
February 1, 1916.

Present:- Mrs. Hopper, Mrs. Allen, Mrs. Honeyman,
Miss Parker.

The reading of the minutes postponed until the
March meeting.

SALARY
SCHEDULE
ACTION
DEFERRED

The salary schedule was carefully gone over item
by item. All action was deferred until the next meet-
ing when a full attendance of the committee is hoped for.

LIABILITY
INSURANCE

Mrs. Hopper referred to the matter of liability
insurance for office workers and Missionaries, and at
the request of the Committee said she would present at
the March meeting information concerning rates, etc.

MISS PETRIE
AN ASSISTANT

The request of the Westminster Guild Committee
for an assistant to Miss Petrie, some one "who will be
of greater help and able to carry more responsibility
than a clerk," was granted. Voted to allow Miss Petrie
substitute help in her office at \$1.25 per day so long
as she may need it. The necessity for this is occasion-
ed by the resignation of Miss Walsh.

MISS CRANE
RESIGNS

The resignation of Miss Crane in Mrs. Baker's
office was reported.

FRAMES FOR
HALL 6th
FLOOR

Mrs. Hopper reported that Mr. Olin of the Home Board said that the frames in the halls of the seventh floor belong to the Woman's Board and that he would have them transferred to the sixth floor.

IN RE
STORM
WINDOWS

Mrs. Hopper reported that the Woman's Board must pay for any storm windows needed. She had therefore, ordered six half windows at \$6 per window.

BOOK CASES,
CHAIRS

It was voted to grant Miss Rue's request for sectional book cases needed for her library. The cost, \$23.60, to be taken from the "library Fund."

It was further voted to ask the committee on Rest Room to purchase about half a dozen chairs needed for several rooms.

NAMES OF
CONSTITUENCY

The Board having asked the Administration Committee to bring in a recommendation in regard to access to lists of names in various departments it was moved by Mrs. Honeyman, seconded by Mrs. Allen, that "As the Board has disapproved of giving out the lists of names of those who make up its constituency, and owing to the many requests which come to the officers for such lists, and the seeming discourtesy on the part of our officers in refusing the requests, the Committee on Office Administration would recommend that the Board make it a rule to decline to furnish such lists, and that the officers be so instructed."

MRS. BENNETT
R.R. FARE

Mrs. Hopper called to the attention of the committee the constant expense incurred by our president, Mrs. Bennett, in her frequent trips from her home in Englewood, N. J., to Board Headquarters. It was voted that hereafter Mrs. Bennet's railroad fare be paid by the Board.

OFF. ADM.
MATTERS

A number of other questions relating to Office Administration matters were discussed but no action taken.

MISS TAFT'S
LETTER

Mrs. Honeyman read a most appreciative letter from Miss Taft in response to one she had written Miss Taft at the time of her resignation.

Mabel Gordon Parker

Secretary.

The Administration Committee met Tuesday,
March 7, 1916.

Present: - Mrs. Hopper, Mrs. Brownell, Mrs. Allen
Mrs. Honeyman, Miss Hyatt, Mrs. Corning,
Miss Parker.

The minutes of the January and February meetings
were read and accepted.

SALARY
SCHEDULE

The salary schedule was taken up and considered
most carefully item by item.

WEEKLY
SALARY

Miss Hyatt, seconded by Mrs. Allen, moved that
after April 1, 1916, clerks be paid weekly instead of
semi-monthly as here to fore.

SALARY
MINIMUM
CHANGED

Upon motion of Miss Hyatt it was voted to rescind
the action taken at the January meeting of the Committee
making \$9 per week the minimum salary paid to any clerk.

MEETING
ADJOURNED

The meeting adjourned at two o'clock to meet on
Tuesday, March 14, at the close of the Board meeting.

Mabel Green Parker

Secretary.

The Administration Committee met on Tuesday,
March 14, 1916.

Present:- Mrs. Hopper, Mrs. Honeyman, Mrs. Allen, Mrs. Brownell, and Miss Parker.

Mrs. Honeyman opened the meeting with prayer.

EFFICIENCY
EXPERT

Mrs. Pingrey, Chairman of the Home Mission Monthly Committee, presented to the Committee on Office Administration the proposition that an efficiency expert be brought in to study the Home Mission Monthly Dept. and to suggest any ways in which the work of the department could be improved. Mrs. Pingrey said she would gladly co-operate in any plan for new and better methods, which would make for increased efficiency.

SALARY
SCHEDULE
FINALLY
AGREED UPON

After Mrs. Pingrey's withdrawal, the salary schedule was considered, and with the exception of two or three details finally agreed upon.

OVER TIME
PAY

Upon motion of Mrs. Allen, seconded by Mrs. Brownell, it was voted to pay clerks in the treasury department for work over time.

PAPER
TOWELS

It was voted to supply paper towels in the lavatory instead of the linen ones now in use.

LIABILITY
INSURANCE

Mrs. Hopper presented her report on Liability Insurance. As the laws in different states are so diverse it would seem impossible to get a blanket insurance policy to cover all our missionaries. The question of insurance of those on the field was therefore deferred pending further investigation.

LIABILITY
INSURANCE
CONTINUED

In regard to the office force, Mrs. Hopper reported that the Employer's Liability Insurance Co. at the rate of 1 tenth of 1% or \$40 premium per annum on one pay roll of \$40,000 will pay to any office employee of our Board if injured in our service, the amount she would be entitled to under the State Compensation Act without recourse to law.

Upon motion it was voted that "the Office Administration Committee recommends that the Board take out Liability Insurance to the amount of \$40,000 to cover all office workers, the premium to be \$40.

Mabel Gordon Parker

Secretary.

The Administration Committee met Tuesday,
April 4, 1916.

Present:- Mrs. Hopper, Mrs. Brownell, Mrs. Allen
Mrs. Honeyman, Mrs. Corning, Miss Parker.

Mrs. Brownell opened the meeting with prayer. The minutes of the meetings for March 7th and 14th were read and accepted.

PHONE
BOOTH

It was voted to purchase for the use of the Board a sound-proof telephone booth for \$55.

OVER-TIME
PAY

The question of the amount of pay for overtime for clerks in the treasury department was considered. Upon motion of Mrs. Honeyman, seconded by Mrs. Brownell, it was voted that we pay twenty-five cents (25¢) an hour to clerks in treasury department for work overtime. Amended upon motion of Mrs. Brownell that this apply to all departments.

MISS RUE
HELPERS

A letter was read from Miss Long regarding the request of the Committee on Literature and Publication for three helpers who will be needed by Miss Rue for the Literature display at the Public Meeting in Atlantic City. Upon motion of Mrs. Allen, seconded by Mrs. Corning this request was granted.

SALARY
SCHEDULE

The salary schedule was presented for final consideration and action. It was felt that the salaries of the student secretaries should be increased and it was therefore voted that "the matter of salaries of these secretaries be taken up with the Student Committee." A letter was read from Mrs. Bennett presenting the urgent need of one or two more officers at Headquarters, and of the need of fine types of women, women whose ability would command higher salaries than we have paid.

SALARY SCHEDULE
CONT'D

Mrs. Mills, Chairman of the Nominating Committee, wished to know what salary her committee would be permitted to offer a candidate for General Secretary, saying that it might prove impossible to secure any one who could adequately fill the position for less than \$3,000. It was voted to "approve the suggestion of the Nominating Committee, and that they be authorized to offer \$3,000 if necessary." The need for a Publicity Secretary was convincingly presented. Upon motion it was voted to create this office with a salary not to exceed \$1,800 a year.

Upon motion of Mrs. Corning, seconded by Mrs. Allen, it was voted to adopt the following salary schedule for the year beginning April 1, 1916.

OFFICERS: +

Secretary	2,000.	
Treasurer	2,500.	
Educational Secretary	1,400.	
Young Peoples Secretary	1,800.	
Student Secretary	650.	(1/2)
Associate Student Secretary	500	(1/2)
Superintendent of Schools	4,000.	
Publicity Secretary	1,800.	
Editor Home Mission Monthly	1,400.	
4 Field Secretaries (each 1,200)	4,800	
Total		\$20,850.

Stenographers and Clerks

Secretary to President	1,200	1,200
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SECRETARY'S OFFICE

Miss Davidson (sten)	936	
Miss Margaret Morgan (clerk)	416	

TREASURER'S OFFICE

Mr. McMillen (acct.)	2,080	
Mrs. Nicola (sten.)	936	
-- (sten.)	884	
Mrs. Harrington (bookkeeper)	936	
Miss Martha Rothmeyer (clerk)	520	
Mrs. Lily Roberts (Freemen)	60	(780)

OFFICE EDUCATIONAL SECRETARY

Miss Dorothy Adams (sten.)	728	728
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YOUNG PEOPLES DEPARTMENT

Assistant	1,200	
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SCHEDULE
CONT'D

YOUNG PEOPLE'S DEPARTMENT CONT'D

Miss Ethel Smith (sten.)	884	
Miss Elizabeth Karbe (clerk)	624	2,708

OFFICE SUPERINTENDENT OF SCHOOLS

Miss Wilkes (Office Secretary)	1,200	
Miss Nan Smith (sten.)	936	
Miss Marion Smith (sten.)	780	2,916

HOME MISSION MONTHLY

Miss Rachel Wheeler	884	
Miss Florence Wendell	728	
Miss Emma Bolles (clerk)	676	
_____ (clerk)	416	2,704

LITERATURE DEPARTMENT

S. / Miss T. Catherine Rue	1,300	
Miss Louise Jaeger (sten.)	884	
Miss Elizabeth Temlett (clerk)	780	
Miss Hazel Jones (ass't clerk)	416	
Miss Minnie Mertz (bookkeeper)	624	
Miss Grace Clark (clerk)	416	
Gabriel Kommenitch (shipping clerk)	416	5,200

FILING DEPARTMENT

Miss Florence Goddard	780	
Miss Irene Kruger (clerk)	468	1,248

ASSISTANT PURCHASING AGENT

Mrs. Emily B. Baker	1,000	
Miss Fanny Marvin (sten.)	468	1,468
Total		

MISS FINKS.
LEAVE OF
ABSENCE

Mrs. Honeyman moved, seconded by Mrs. Allen, that Miss Finks who has undergone an operation in the hospital be granted a month's leave of absence with pay. Motion carried, and the secretary of the Committee was instructed to write to Miss Finks.

There being no further business, the meeting adjourned to meet the first Tuesday in May.

Mabel Edna Parker

Secretary.

The Administration Committee met Friday,
May 5, 1916.

Present:- Mrs. Hopper, Miss Hyatt, Mrs. Brownell, Mrs. Allen,
Mrs. Cobb, Miss Parker.

Place of meeting:- Committee Room.

The meeting was opened with prayers by several members of the Committee asking for guidance and help. Minutes of the previous meeting read and accepted.

MISS FINKS
LETTERS OF
APPRECIATION

Appreciative letters were read from Miss Finks thanking the Committee for the month's leave of absence and for flowers.

CHAIR FOR
SCHOOL DEPT

Mrs. Hopper reported the purchase of a chair needed for the office of the School Department. It had been impossible to confer with the Committee and Mrs. Hopper asked its approval which was granted.

MISS RUE
EQUIPMENT

A request was read from Miss Rue asking for a typewriter desk, chairs and small table. The Chairman was asked to investigate the matter and make purchase if necessary.

SALARY
MR. McMILLEN
MRS. NICOLA

Letters were read from Mr. Mc Millen and from Mrs. Nicola, both of the treasury department, protesting against the action of the Committee in not raising their salaries for the coming year. Mr. McMillen's salary was raised from \$2,000 to \$2,080, but he asked for \$2,200, and represented that he was not only doing the work of an accountant for which we had been engaged but carried added responsibilities and duties.

SALARIES
CONTINUED

Mrs. Nicola asked for \$1200 and reminded the Committee that she had been in the employ of the Board for twenty years, and that she was doing varied and valuable work, much more than that of head stenographer. After long and careful discussion it was voted to ask Miss Hyatt, to whom Mr. McMillen had already spoken, to tell him that the Office Administration Committee appreciates his faithful and valuable service, and that it will recognize it in a substantial manner, but for reasons which cannot now be explained, asks that he allow his request to go over for a short time. Upon motion of Mrs. Cobb it was voted to grant Mrs. Nicola's request, and to tell her that while the Committee appreciates her long service and knowledge of the work of the Board, in view of the action of the Committee in fixing the salary of the head stenographer in each department at \$936, it cannot make an exception in her case.

OFFICE
SITUATION

The situation in the office of the General Secretary and in the other departments of the Board were carefully considered.

GENERAL
SECRETARY

The Committee knowing that a clear understanding existed between Mrs. Bennett, Mrs. Miles, Chairman of the Nominating Committee, and Miss Long, that the services of the latter though most faithful and conscientious, were not adequate and consequently another must be found to fill the office of General Secretary, and knowing also that unsuccessful efforts had been made to find such an one, and understanding that the nominating Committee had decided to make no further effort to secure a new secretary before fall, it was therefore voted upon motion of Mrs. Hyatt, seconded by Mrs. Cobb, that "The Office Administration Committee, recognizing the necessity for centralizing the authority of the administration of the work of the Board under the General Secretary, and recognizing that it is not being accomplished under the present Secretary, request that the Nominating Committee be asked to use every effort to find a Secretary, as quickly as possible, who will be fitted to assume the control of the work as administrative head of the office."

HELP FOR
MISS LONG

A letter was read from Miss Long presenting a request for an additional helper in her office. It was voted that Miss Long should get extra help when needed rather than engage another stenographer.

MISS FISH
SALARY

A letter was read from Miss Fish whose resignation takes effect July first, asking for two months pay in addition to the one months vacation with salary, to which she is entitled. She referred to the sixteen years with which she had been connected with the Board, to some of the heavy work connected with the reorganization of the Board, to some of the accomplishments of the treasury department. After discussion it was voted upon motion of Mrs. Cobb that in recognition of the unusual service Miss Fish had rendered to the Board, especially during the period of reorganization, the Administrative Committee recommends to the Board that Miss Fish's salary be paid to October first, thus paying her six months salary for this year in which she serves the Board as treasurer only from April first to July first.

NEED MORE
ROOMS

The Board will require several additional rooms during this coming year but it is impossible to plan definitely at this time just what will be needed. The Committee therefore requested Mrs. Hopper to tell Mr. Olin that we shall need more rooms, and ask him to make no rentals on the sixth floor without first communicating with her.

BUDGET
PRESENTED

The Administration Budget was presented but owing to the lateness of the hour, detailed consideration and final action were postponed until a later meeting.

Nabel Gordon Parker.

Secretary.

The Administration Committee met Friday,
May 26, 1916.

Present: - Mrs. Hopper, Mrs. Allen, Mrs. Cobb,
Mrs. Brwonell, Miss Parker; and Miss Hyatt,
Chairman of the Finance Committee, ex officio.

The meeting was opened with prayer by Mrs. Cobb.

MISS BALLARD
ROOM

It was voted to rent for Miss Ballard, the new
Publicity Secretary, the room next to Mrs. Bennet's
and to furnish it as necessary.

BUDGET

Miss Long and Miss Fish came before the Committee
to explain certain items on the proposed administration
budget. After their withdrawal it was carefully gone
over, and it was finally voted to present to the Board
for its approval the following Proposed Administration
Budget for 1916-17, subject to any alterations that Mrs.
Hopper may find necessary to make before the Board
meeting on May 31st.

PROPOSED ADMINISTRATION BUDGET 1916 - 17.

SCHOOL DEPARTMENT:

Salary of Superintendent		\$4000.	
Salaries of clerks		2915.	
Rent		620.	
Expenses of Filing Dept.			
2/3 Salary of clerk	\$520.		
2/3 Rent	345.	865.	
Travel		600.	
Postage, stationery, telegrams		400.	
Misc. items - diplomas, reference books supplied to schools, etc.		500.	\$9900.

BUDGET (CON'T)

PRESIDENT'S OFFICE:

Stenographic help	500.	
Rent	<u>160.</u>	660.

GENERAL SECRETARY'S DEPT.:

Salary of Secretary	2000.	
" " Asst. Sec'y.	1400.	
Salaries of clerks	1768.	
Rent	<u>750 (?)</u>	5918.

YOUNG PEOPLE'S DEPARTMENT:

Salary of Secretary	1800.	
Salaries of clerks	1924.	
Rent	<u>654.</u>	4378.

PUBLICITY SECRETARY'S DEPT.:

Salary of Secretary	1800.	
" " Clerk	780.	
Rent	<u>160.</u>	2740.

MISSIONARY EDUCATION DEPT.:

Salary of Secretary	1400.	
" " Clerk	728.	
Rent	<u>267. (?)</u>	2395.

STUDENT WORK:

1/2 Salary of Secretary	700.	
1/2 Salary Assoc. Secretary	600.	
" Rent	91.67	
" Travel	750.	
" Administration	187.50	
" Margin	<u>70.83</u>	\$2400.

FIELD SECRETARIES:

Salaries of 4 Field Secretaries		4800.
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FILING DEPT.:

Salaries of clerks	1260.	
Rent	<u>517.</u>	
	1777.	
Charged to School Dept.	<u>865.</u>	912.

BUDGET (CON'T)

SUPPLY DEPT.:

Salaries	1520.	
Rent	<u>360.</u>	1880.

OVER SEA AND LAND:

Administration	500.	
Rent	<u>275.</u>	775.

LITERATURE DEPT.:

Salary of Superintendent	1300.	
Salaries of Clerks	3900.	
Rent	1100.	
Administration Expenses	<u>9700.</u>	
	16000.	
Reduced by estimate sales	<u>9000.</u>	7000.

TREASURY DEPT.:

Salary of Treasurer	2500.	
Salaries of clerks 6152.(?)		
Salary paid by Freedmen's dept. 720.	5432.	
Rent	<u>1257.</u>	9189.

MISCELLANEOUS ITEMS:

Travel of Officers and Speakers	\$3700.		
Printing letter heads, etc. 2000.			
" Annual Reports <u>1200.</u>	3200.		
Postage	2000.		
Equipment	1000.		
Extra Office Helpers	700.		
Rent of Committee room 280.			
" " Rest room <u>167.</u>	447.		
Auditors fees	300.		
Exchange on checks	150.		
Council of Women for Home Missions	100.		
Margin for extra salaries, rent, equipment	<u>3456.</u>	15053.	58100.
			<u>\$68000.</u>

FOR INFORMATION - NOT IN BUDGET.

HOME MISSION MONTHLY:

Received from subscriptions \$18,710.

EXPENSES:

Salary of Editor	1,400.		
Salaries of clerks	2,670.		
Rent	500.		
Publication of H. M. M.	10,810.		
Office expenses	407.		
Manuscripts	132.		
Annual Meeting expenses	68.		
Wrappers	15.		
Insurance	10.	\$16,012	\$2,698

Salaries of Officers	\$17,600.		
4 Field Secretaries	<u>4,800.</u>	22,400.	
Salaries of clerks		<u>24,697.</u>	\$47,097.
Rent			7,159.

EFFICIENCY
EXPERT

Mrs. Hopper reported that she had made an appointment with an efficiency expert with whom she hoped to make arrangements to investigate some of the departments and make recommendations that would lead to more efficient methods.

MRS. BULL
PENSION

Upon motion of Mrs. Allen, seconded by Mrs. Cobb, it was voted to recommend to the Board that Mrs. Bull's pension come from the Emergency Fund rather than from Home Mission Monthly receipts.

MISS LONG
A CLERK

A letter from Miss Long states that she has found it necessary to secure constant substitute help at \$3 a day. This seems an unwarranted expense, and it was voted to tell Miss Long that some other arrangement must be made, and that she could engage a clerk at \$8 a week.

Nabel Gndm Parker

Secretary.

The Administration Committee met Tuesday,
June 14, 1916.

Present:- Mrs. Hopper, Mrs. Allen, Mrs. Honeyman and
Miss Parker.

The minutes of the May meeting and of the called meeting of
May 26th were read and approved.

SALARIES
RAISED

Mrs. Hopper was authorized to raise during the
summer the salary of Miss Blauvelt who succeeds Miss Peck
in the treasury department. Miss Blauvelt is now receiv-
ing ten dollars a week.

It was voted to raise Mr. McMillen's salary to
\$2,200.

MISS BOWLES
VACATION

Through some misunderstanding Miss Bowles in the
Home Mission Monthly Department had been promised by
Miss Finks a month's vacation this summer, although she
has been in the employ of the Board only six months. It
was decided that as Miss Bowles was entitled only to
two weeks it would be impossible to grant her a longer
vacation.

EFFICIENCY
EXPERTS

Mrs. Hopper reported that she was on the track of
two efficiency experts. It was voted on motion of Mrs.
Allen to empower Mrs. Hopper to make whatever arrangements
seemed best to her.

MRS. HOPPER
SUMMER
SUPERVISION

It was Voted also to leave all details of office
supervision to Mrs. Hopper or to the temporary Committee
that will be appointed to be in charge during the
summer.

Nabel Gordon Parker

Secretary.

The Administration Committee met Tuesday,
September 26, 1916.

Called Meeting.

Present:- Mrs. Hopper, Mrs. Bennett, ex officio, Mrs. Brownell,
Mrs. Cobb, Mrs. Corning and Miss Parker.

OVER DRAFT BY
MISS FISH

Mrs. Bennett stated that the auditors reported that Miss Fish had overdrawn one month's salary and that they refused to approve the payment of this amount, \$208.33, without authorization by the Board. In explanation Mrs. Bennett said that on May 9th the Board had voted to pay Miss Fish's salary to October first, the understanding then being that she would retire on June 30th. Miss Fish, however, remained until July 31st and was, therefore, entitled to an additional month's salary, but she drew two month's salary, paying herself to December first. After earnest discussion, it was moved by Mrs. Cobb and seconded by Mrs. Brownell that "In view of the fact that the auditors find an over draft of one month's salary has been paid to the former treasurer, the Committee on Office Administration recommends that this statement be sent to Mrs. Morris asking what adjustment she can suggest to the Woman's Board. And the Committee further recommends that in the meantime the Board approve the payment to our former treasurer of an amount equal to one month's salary in excess of the amount authorized in the minutes of May 9th, in order to meet the requirements of the auditors".

MRS. NICOLA

Mrs. Hopper reported that Mrs. Nicola whose resignation had been accepted by the Committee, reconsidered her decision to go and had retained her position in the treasurer's office, but with the hope that the Office Administration Committee at its first meeting in the fall would be willing to grant her an increase in salary. It was voted that the Committee could not reconsider its action in this matter.

Mabel Gram Parker

Secretary.

The Administration Committee met Tuesday,
October 3, 1916.

Present:- Mrs. Hopper, Mrs. Brownell, Mrs. Allen and
Miss Parker.

After an opening prayer the minutes of the meetings of June
14th and September 26th were read and approved.

BILL FOR
STORM WINDOWS

Mrs Hopper reported that a bill had been received from Mr. Olin for the storm windows put up last winter. As it was the understanding of the committee that the Assembly's Board was to pay this bill, Mrs. Hopper was asked to take up the matter with Mr. Olin.

REPAIRS

Mrs. Hopper was also asked to request Mr. Olin to decorate room #6, to remove or conceal the unsightly marble slabs that were left when the basins in room corners were removed and also to do needed repairs in wash room. Mrs. Hopper was further requested to ask Mr. Olin for one of the dark rooms, now unoccupied and impossible to rent, to use for storing supplies in Mrs. Baker's department.

DICTAPHONE

A letter was read from Mr. Allaben requesting authority to purchase a dictaphone. Mr. Allaben came before the committee and explained the usefulness of the instrument and said that it would save half the time of one stenographer. After discussion, it was voted upon motion of Mrs. Allen to recommend to the Board the purchase of a Dictaphone or an Edison Talking Machine, costing \$220.50, the same to be charged to the School Dept. Salary Budget, with the understanding that one half is to be paid during this fiscal year, and that a corresponding saving will be effected in the total allowance for the fiscal year ending March 30, 1918.

EFFICIENCY
EXPERT

Mrs. Hopper reported that she had delayed securing the services of an efficiency expert, but her statement that the auditors, Waterman and Price, would send an expert at small expense to do this important work, met with the approval of the committee.

Q. Mrs. Hopper asked approval of the purchase of a number of articles bought during the summer. Approved upon motion of Mrs. Allen. Mrs. Brownell was asked to buy a rug needed for the Secretary's ante-room. Purchase of needed chairs and some furnishings for toilet room authorized.

TELEPHONE
CONTRACT

Upon motion it was voted to approve signing of telephone contract for \$162.00 for 6,000 calls, with rebate of 2½¢ for every call under 6,000 not used.

TELEPHONE
CALLS

In this connection it was stated that about half the calls were personal calls of officers and clerks. It was voted to call this matter to the attention of Miss Long, asking her to rectify it and also to see that it was distinctly understood that clerks were expected to pay for personal calls at the time of making them.

EXTRA AND SUB-
STITUTE HELP

The question of extra or substitute help was discussed and it was voted to give Miss Long full authority to make all arrangements and to, as far as possible, secure help from other offices where pressure was less rather than to hire outside help.

STENOGRAPHER FOR
MRS. HOPPER

As Mrs. Hopper has many important letters to write of which copies must be kept, it was voted that she should be authorized to engage a stenographer whenever necessary, the cost therefor to be charged to office expenses.

SALARY INCREASE
MISS MORGAN

Several matters relating to salary were presented for action. Mrs. Davis formerly in Miss Long's office, has been transferred to Miss Sheibley's office. Her place is being filled by Miss Margaret Morgan. It was voted to raise Miss Morgan's salary to \$10.00 a week from October first.

MISS ADAMS

It was also voted to raise salary of Miss Adams in Mrs. Gildersleeve's office from \$14.00 to \$15.00 a week from October 1.

Miss Adams has had an offer of larger salary elsewhere and it seems desirable to make this increase in order to keep her.

MISS GODDARD

Miss Goddard, head of the filing department, is looking for another position where she will receive more remuneration. The work of the filing department has almost doubled since incorporation and Miss Goddard

has proved herself faithful and efficient. After decision, it was voted to leave this matter with Mrs. Hopper with power.

MRS. NICOLA

Mrs. Hopper reported that in the emergency due to Miss Fish's resignation, it ^{had} seemed wise to keep Mrs. Nicola during the summer and pay her \$25.00 a week, it being understood that this amount was promised only until the first meeting of the committee in the fall. Mrs. Hopper's action was approved.

Mabel Endre Parker

Secretary.

The Administration Committee met Tuesday,
December 12, 1916.

Called meeting

Present:- Mrs. Hopper, Mrs. Allen, Mrs. Brownell and
Miss Parker.

PURCHASE OF WIN-
DOW VENTILATORS

It was voted to authorize the purchase of
ten window ventilators for \$47.25.

REST Room

It was further voted that Mrs. Hopper be
empowered to make any adjustments made necessary
by the change in location of Rest Room.

Mabel Gram Parker

Secretary.